



DUKE ENERGY CENTER, 525 ELM STREET
CINCINNATI, OHIO 45202
TELEPHONE: (513) 419-7250 FAX (513)419-7275

**AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION**

Oakview Food Service and Hospitality has exclusive food and beverage distribution rights within the Duke Energy Convention Center. Duke Energy Center exhibitors may distribute Food & Beverage samples in authorized space and must not be in competition with products or services offered by Oakview Food and Beverage Services.

Ohio State Law prohibits any person or organization from bringing alcoholic beverages onto a licensed premises. No alcoholic beverages may be sampled as Oakview Food and Beverage is the sole owner of the Liquor License here at the Duke Energy Convention Center.

Sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products *only* upon written authorization.

Exact descriptions of sample and portion size must be submitted to the Food and Beverage Office 14 days prior to the opening of the event.

Any exhibitor *selling* food in their booth must have a permit and all appropriate fees on file with the Department of Health and needs to be approved by Management 30 days in advance. Concession fees of \$150.00 per day may apply and is left up to the discretion of Management.

GENERAL CONDITIONS:

- ❖ Items dispensed are limited to products manufactured, processed or distributed by exhibiting form.
- ❖ All items are limited to **sample size:**
 - ◆ Beverage sampling is limited to maximum *4oz. container.*
 - ◆ Food items limited to *"bite size"* or *2oz.*
 - ◆ Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee) **must** be purchased from Oakview Food Services)

Product(s) you wish to dispense _____
 Size of portion to be dispensed _____
 Proposed method of dispensing _____

SERVICES THAT MAY BE REQUIRED:

Dry Storage/Freezer Space: ____ No ____ Yes @ \$250.00 per day ____ Number of Days
Refrigerator Rental: ____ No ____ Yes ____ Small @ \$75.00 per day ____ Large @ \$150.00 per day ____ Number of Days
Ice: ____ No ____ Yes How many ____ 20 lb. bag of ice @ \$25.00 per bag

Name of Event: _____ Date of Event: _____ Booth No. _____
 Firm Name: _____ Phone No. _____
 Address: _____
 STREET CITY STATE ZIP CODE
 By: _____ Signature: _____ Date: _____
 (PRINT OR TYPE NAME & TITLE)

****Please send Sample Request Form to Catering Sales Manager-Kathy Heyman Kathy.Heyman@oakviewgroup.com or fax 513.419.7275****

